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12-31-1999

Central Washington University Athletic Hall of Fame Nominee Procedure Recommendations

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Recommended Citation

Central Washington University Athletics, "Central Washington University Athletic Hall of Fame Nominee Procedure Recommendations" (1999). *CWU Athletic Hall of Fame*. Book 5.
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HALL OF FAME NOMINEE PROCEDURE RECOMMENDATIONS

NOMINATION DEADLINES

(1) Members of the public shall be invited to make nominations via the CWU web site or other public forums. A form shall be placed on the web site, detailing the exact information required, including name, years attending CWU, sports played (or coached), honors received, available statistics, year graduated, degree earned, recap of career since graduating (including coaching honors earned, won-loss record, etc if post-playing information is to be considered). Upon receipt of the nomination, the university's sports information director or his designate shall review the information for accuracy and completeness. If additional information is needed, the SID or his designate will contact either the person making the nominee or the person being nominated (or their family) for additional information. The SID or his designate shall also add pertinent information from CWU sports information sources that is not included in the nomination.

Athletes or teams nominated by the public shall remain on the ballot for a period of 10 years. After 10 years, if the athlete or team has not been selected, they will be dropped from the ballot though they may be renominated. If the committee believes a nominee is not worthy of selection, they may be removed from the ballot at any time (prior to 10 years) by unanimous consent of the committee.

DEADLINE for nominations from the general public must be made at least six months (no later than Sept. 1) prior to the next scheduled committee selection meeting.

Note: Post-graduation information shall only be a consideration for selection if it involves sports, i.e, pro career, coaching career, etc. **Reason:** The Hall-of-Fame is an athletic Hall-of-Fame. The fact that a former athlete has been elected Governor or is a CEO of a Fortune 500 company should not earn them induction into the Hall-of-Fame because those accomplishments are not sports related. If they are elected it should be on the basis of their athletic accomplishments. On the other hand, if a former athlete goes on to play in the NFL or has an outstanding coaching career in the prep or college ranks, those accomplishments should be considered.

(2) Nominations may also be made by members of the Hall of Fame committee (including the SID or his designate). Committee members may make a nomination by either completing the nomination form or by sending a letter to the university's sports information director or his designate requesting that an individual or team be included on the ballot. The committee member shall include as much information as possible in their request. The SID or his designate will then use whatever resources are available to provide additional information to the committee.

DEADLINE for nominations from the Committee must be made at least three months (no later than Dec. 1) prior to the next scheduled committee selection meeting in order to give the SID or his designate time to research the nominee prior to the meeting.

DISTRIBUTION OF INFORMATION

The Sports Information Director or his designate shall distribute information on all potential nominees to all committee members either via e-mail or U.S. mail. All available information on each candidate shall be forwarded to committee members at least one month (no later than Feb. 1) prior to the next scheduled committee meeting.

SELECTION OF CANDIDATES

A meeting for selection of the next Hall-of-Fame class shall be held at least two months (preferably three months) prior to the induction ceremonies. This will allow for the successful inductees to make plans to attend and to provide for maximum publicity. Depending on the date set for induction ceremonies, the deadlines set in this document may be adjusted. Induction of successful candidates who are unable to attend the ceremonies will be postponed (on a year-by-year basis) until they are able to attend the ceremonies. After five years, the successful candidate will be inducted into the Hall-of-Fame, regardless of whether they are able to attend or not. (If a successful candidate is unable to attend prior to the fifth year, they may still be honored at a future Hall of Fame induction ceremony though the official ceremony shall occur no later than the fifth year following their selection).